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|   |                      | 14 Apr 87        |
| TO: (Name, office symbol, room number, building, Agency/Post) |                      | Initials Date    |
| 1. DIRECTOR OF LOGISTICS                                      |                      |                  |
| 2. DIRECTOR OF SECURITY                                       |                      |                  |
| 3. DIRECTOR OF INFORMATION TECHNOLOGY                         |                      |                  |
| 4. CHIEF, REGULATORY POLICY DIVISION, DA                      |                      |                  |
| 5.  |                      |                  |
| Action  | File                 | Note and Return  |
| Approval  | For Clearance        | Per Conversation |
| As Requested  | For Correction       | Prepare Reply    |
| Circulate   | For Your Information | See Me           |
| Comment   | Investigate          | Signature        |
| Coordination  | Justify              |                  |

## REMARKS

- #1 - FOR ACTION: PLEASE ORDER AND STOCK THE LABELS IN AGENCY SUPPLY ROOMS. (Sent memo & Federal Register)
- #2 - FOR INFORMATION AND INCLUSION IN ANY APPROPRIATE ADP SECURITY POLICIES. (Sent memo, Federal Register & Labels)
- #3 - FOR INFO. (Sent memo & Federal Register)
- #4 - FOR INFO. " "

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

|  |                |
|--|----------------|
| FROM: (Name, org. symbol, Agency/Post) | Room No.—Bldg. |
|  | Phone No.      |

5041-102

\* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

STAT

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Information Security Oversight Office  
Washington, DC 20405

DD/A Registry  
87-0174X

April 7, 1987

Dear Mr. Donnelly:

The Information Security Oversight Office (ISOO) has issued the following standard forms that pertain to national security information:

TOP SECRET Label, SF 706  
SECRET Label, SF 707  
CONFIDENTIAL Label, SF 708  
CLASSIFIED Label, SF 709  
UNCLASSIFIED Label, SF 710  
DATA DESCRIPTOR Label, SF 711

A number of agencies have recommended the issuance of these labels as standard forms to meet the needs of the executive branch for enhanced protection of collateral classified information contained in magnetic media and other media, such as micrographics. These standard labels will help identify media that contain classified information and will bring uniformity and consistency to the use of labels. Issuance of the standard labels also complements the efforts of the intelligence community to enhance the protection of information within special access programs established by the Director of Central Intelligence. Concurrent with the issuance of the ISOO standard labels, the Intelligence Information Handling Committee Staff is issuing labels that will help identify media that contain special compartmented information.

To allow you to become familiar with the new standard forms, we enclose 1 sheet(s) of each type of label. We also enclose 6 copies of the final rule that implements the use of the labels. This mailing exhausts our stock. All future orders must go through regular channels. The Federal Supply Service has

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informed us that copies of the labels will be available for requisitioning by the end of May 1987. If you have any questions concerning the use of the ISOO standard labels that are not addressed in the final rule, please contact Ethel R. Theis or Laura L.S. Kimberly on 535-7251.

Sincerely,

A handwritten signature in cursive script, reading "Steven Garfinkel".

Steven Garfinkel  
Director

Mr. William F. Donnelly  
Deputy Director for Administration  
Central Intelligence Agency  
Washington, DC 20505

Enclosures

**Federal Register**

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**Monday  
March 30, 1987**

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**Part II**

**Information Security  
Oversight Office**

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**32 CFR Part 2003**

**National Security Information; Standard  
Forms; Final Rule**

**INFORMATION SECURITY OVERSIGHT  
OFFICE****32 CFR Part 2003****National Security Information;  
Standard Forms**

**AGENCY:** Information Security Oversight Office (ISOO).

**ACTION:** Final rule.

**SUMMARY:** This amendment to 32 CFR Part 2003 provides for the use within the executive branch of the following standard forms that pertain to national security information: TOP SECRET Label: SF 706; SECRET Label: SF 707; CONFIDENTIAL Label: SF 708; CLASSIFIED Label: SF 709; UNCLASSIFIED Label: SF 710; and DATA DESCRIPTOR Label: SF 711. The purpose of the standard forms prescribed in Subpart B is to promote the implementation of the government-wide information security program.

**EFFECTIVE DATE:** March 30, 1987.

**FOR FURTHER INFORMATION CONTACT:** Ethel R. Theis or Laura Kimberly at 202-535-7251 (FTS 535-7251).

**SUPPLEMENTARY INFORMATION:** Section 5.2(b)(7) of Executive Order 12356 authorizes the Director of ISOO to prescribe the use of standard forms that will promote the implementation of the government-wide information security program. ISOO has developed these forms in coordination with those agencies that will be primarily affected by them. The information collection requirements contained in this rule (Subpart B) are not subject to Office of Management and Budget clearance under the provisions of the Paperwork Reduction Act of 1980 (Pub. L. 96-511).

**List of Subjects in 32 CFR Part 2003**

Classified information, Executive orders, Information, National security information, Security information.

**PART 2003—NATIONAL SECURITY  
INFORMATION—STANDARD FORMS**

1. The authority citation for 32 CFR Part 2003 continues to read:

Authority: Sec. 5.2(b) (7) of E.O. 12356.

**Subpart A—General Provisions**

2. Section 2003.3 is revised to read as follows:

**§ 2003.3 Waivers.**

Except as specifically provided, waivers from the mandatory use of the standard forms prescribed in Subpart B may be granted only by the Director of ISOO.

**Subpart B—Prescribed Forms****§ 2003.20 [Amended]**

3. In § 2003.20(e) remove the following cross reference: "(Also see 32 CFR 2003.3 and 41 CFR 201-45.5.)"

4. Subpart B is amended by adding § 2003.27 through 2003.32 to read as follows:

**§ 2003.27 TOP SECRET Label SF 706.**

(a) SF 706 is used to identify and protect automatic data processing (ADP) media and other media that contain TOP SECRET information. SF 706 is used instead of the SF 703 for media other than documents.

(b) SF 706 shall be used in all situations that call for the use of a TOP SECRET Label. Agency-wide use of SF 706 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 706 is affixed to the medium containing TOP SECRET information in a manner that would not adversely affect operation of equipment in which the medium is used. Once the Label has been applied, it cannot be removed.

(d) Only the Director of ISOO may grant a waiver from the use of SF 706. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 706 is 7540-01-207-5536.

**§ 2003.28 SECRET Label SF 707.**

(a) SF 707 is used to identify and protect automatic data processing (ADP) media and other media that contain SECRET information. SF 707 is used instead of the SF 704 for media other than documents.

(b) SF 707 shall be used in all situations that call for the use of a SECRET Label. Agency-wide use of SF 707 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 707 is affixed to the medium containing SECRET information in a manner that would not adversely affect operation of equipment in which the medium is used. Once the Label has been applied, it cannot be removed.

(d) Only the Director of ISOO may grant a waiver from the use of SF 707. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 707 is 7540-01-207-5537.

**§ 2003.29 CONFIDENTIAL Label SF 708.**

(a) SF 708 is used to identify and protect automatic data processing (ADP) media and other media that contain CONFIDENTIAL information. SF 708 is used instead of the SF 705 for media other than documents.

(b) SF 708 shall be used in all situations that call for the use of a CONFIDENTIAL Label. Agency-wide use of SF 708 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 708 is affixed to the medium containing CONFIDENTIAL information in a manner that would not adversely affect operation of equipment in which the medium is used. Once the Label has been applied, it cannot be removed.

(d) Only the Director of ISOO may grant a waiver from the use of SF 708. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 707 is 7540-01-207-5538

**§ 2003.30 CLASSIFIED Label SF 709.**

(a) SF 709 is used to identify and protect automatic data processing (ADP) media and other media that contain classified information pending a determination by the classifier of the specific classification level of the information.

(b) SF 709 shall be used in all situations that require the use of a CLASSIFIED Label. Agency-wide use of SF 709 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 709 is affixed to the medium containing classified information in a manner that would not adversely affect operation of equipment in which the medium is used. Once the Label has been applied, it cannot be removed. When a classifier has made a determination of the specific level of classification of the information contained on the medium, either SF 706, SF 707, or SF 708 shall be affixed on top of SF 709 so that only the SF 706, SF 707, or SF 708 is visible.

(d) Only the Director of ISOO may grant a waiver from the use of SF 709. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 709 is 7540-01-207-5540.

**§ 2003.31 UNCLASSIFIED Label SF 710.**

(a) In a mixed environment in which classified and unclassified information are being processed or stored, SF 710 is used to identify automatic data processing (ADP) media and other media that contain unclassified information. Its function is to aid in distinguishing among those media that contain either classified or unclassified information in a mixed environment.

(b) SF 710 shall be used in all situations that require the use of an UNCLASSIFIED Label. Agency-wide use of SF 710 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 710 is affixed to the medium containing unclassified information in a manner that would not adversely affect operation of equipment in which the medium is used. Once the Label has been applied, it cannot be removed. However, the label is small enough so that it can be wholly covered by a SF 706, SF 707, SF 708 or SF 709 if the

medium subsequently contains classified information.

(d) Only the Director of ISOO may grant a waiver from the use of SF 710. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 710 is 7540-01-207-5539.

**§ 2003.32 DATA DESCRIPTOR Label SF 711.**

(a) SF 711 is used to identify additional safeguarding controls that pertain to classified information that is stored or contained on automatic data processing (ADP) or other media.

(b) SF 711 shall be used in all situations that require the use of a DATA DESCRIPTOR Label. Agency-wide use of SF 711 shall begin when supplies of existing forms are exhausted or January 31, 1988, whichever occurs earlier.

(c) SF 711 is affixed to the ADP medium containing classified information in a manner that would not adversely affect operation of equipment in which the medium is used. SF 711 is ordinarily used in conjunction with the SF 706, SF 707, SF 708 or SF 709, as appropriate. Once the Label has been applied, it cannot be removed. The SF 711 provides spaces for information that should be completed as required.

(d) Only the Director of ISOO may grant a waiver from the use of SF 711. To apply for a waiver, an agency must submit its proposed alternative form to the Director of ISOO along with its justification for use. The Director of ISOO will review the request and notify the agency of the decision.

(e) The national stock number of the SF 711 is 7540-01-207-5541.

Dated: March 25, 1987.

Steven Garfinkel,

Director.

[FR Doc. 87-6903 Filed 3-27-87; 8:45 am]

BILLING CODE 6820-AF-M